

Configuration Management (CM) Subgroup
Meeting #4 Minutes
Wednesday May 16, 2001 1:00-2:00
Room 4653 ROB3

Attendance:

Name	Present
Wanda Broadus	Present
Bill Bush	
Dan Callahan	
Nina Colon	
Bill Hughes	Present
Ron Langkamp	
Denise Merchant	
Robert Morse	Present
Mark Polanskas	
Cheryl Queen	
Mike Rockis	
Slawko Semaczuk	

Preparation For the Meeting:

Documentation for the meeting was sent electronically

Results of Meeting Goals:

Update on the status of the 3 charters rescheduled for Meeting #5

Expected Future Meeting Pattern rescheduled for Meeting #5

Expected Membership: Rescheduled for Meeting #5

Index of deliverables / work products:

- 3 charters rescheduled for Meeting #5
- CM Policy: to be researched as already approved
- CM Plan template: minor editing
- Others: approved

Topics for Meeting #5

Receive an update on the status of the three charters

Receive an update on the index of deliverables/work products

Approve documents issued to date

Decide appropriate personnel/representation for SFA Enterprises CCG and SFA

Enterprise Level CM. Decide appropriate process to acquire attendance by the appropriate personnel/representatives

Products from Meeting #4:

Revised CM Plan

Action to confirm if CM Policy already approved